

## **Evaluator's Guide - Section 4 | Phases of the Mentoring and Evaluation Process for Teachers with Initial Licensure (Lateral Entry or BK SP I)**

The TLU mentoring and evaluation process for the **Beginning Teacher Support Program (BTSP)** occurs in six phases over a three-year period for any initially licensed teacher (Lateral Entry and BK SP I licensure). Teachers with BK SP II licensure are evaluated over a five-year period instead of three and are not mentored (see section 5)

**The BTSP phases include:**

### **Phase I – Self-assessment and Teacher Development**

- Begins with the Self (Teacher)
- Development of the Team (Teacher, Mentor, Site Administrator, and Evaluator)
- Team Agreement Conference
- Getting-to-Know-You-Conference (Mentor and Teacher)
- Self-assessment (teacher completes PKKTPAI Snapshot - no ratings)
- Mentor completes a Snap Shot PKKTPAI (no ratings)

### **Phase II – Individual Growth Plan**

- Individual Growth Plan (IGP) discussion and development begins (Mentor and Teacher)

### **Phase III – Formal evaluations begin**

- Mentor contacts evaluator to schedule initial PKKTPAI evaluation, each subsequent evaluation is scheduled by the evaluator (unless unannounced)

### **Phase IV – Formal evaluations continue, include pre- and post conferences; IGP reviewed, adjusted**

- Evaluator Contacts Teacher/Site administrator
- Evaluator completes annually
  - Pre- and post conferences
  - 3 Snap Shot PKKTPAI Evaluations (Formative) October 15, December 15, and February 15
  - 1 Full PKKTPAI evaluation (Summative) May 15
- Uses results to inform IGP and mentor support
- Mentoring-evaluation continues throughout the year

### **Phase V – Evaluation results submitted to TLU; teacher informs site administrator, mentor**

- Evaluator sends results to OSR/Teacher Licensure Unit (TLU) for teacher's file
- Teacher provides copies of PKKTPAI results to Site Administrator, Mentor and keeps copies for self

### **Phase VI – Submission of IGP and Professional Development Log to TLU**

- Mentor sends IGP
- Teacher submits Professional Development Log to OSR/Teacher Licensure Unit (TLU) by:
  - June 15 for Teachers with BK SP I License
  - August 15 for Teachers with Lateral Entry Licenses

## **Evaluator's Guide - Section 5 | Phases of the Evaluation Process for Teachers with BK SP II Licensure**

Teachers with a BK SP II, Pre-K Add-on or Provisional BK license are evaluated and not mentored. Evaluation results are used to inform the IGP process.

### **Phase I – Self-assessment**

- Self-assessment (teacher completes PKKTPAI Snapshot - no ratings)

### **Phase II – IGP**

- Teacher begins developing an Individual Growth Plan (IGP) based on self-assessed needs by October 30

### **Phase III – Team agreement**

- TLU evaluator contacts teacher to schedule first evaluation (unless unannounced) by November 30
- Evaluator reviews the Team Agreement with MAF Teacher and Site administrator

### **Phase IV – Formal evaluation begins**

- Evaluator completes annually
  - Pre- and post conferences (unless PKKTPAI is unannounced)
  - 2 Snap Shot PKKTPAI Evaluations (Formative) by November 30 and February 15
  - 1 Full PKKTPAI evaluation (Summative) by May 15 in 5th year of 5-year renewal cycle
- Use results to inform IGP revisions or goal completion
- Self-assessment ongoing; informs professional development needs

### **Phase V – Evaluation results submitted**

- Evaluator sends results to OSR/Teacher Licensure Unit (TLU) for teacher's file
- Teacher provides copies of PKKTPAI results to Site Administrator and keeps copies for self

### **Phase VI – Submission of IGP and Professional Development Log to the TLU**

- Teacher submits IGP and Professional Development Log to OSR/Teacher Licensure Unit (TLU) by:
  - June 15 (5th year of licensure renewal cycle) for teachers with BK SP II or PKK Add-on, or Provisional Licensure